

ARTICLE III: DUTIES OF OFFICERS

Section 1: President

The President shall...

- a) Preside at all meetings(create agenda and circulate) of the OVSAA and shall perform such duties pertaining to the organization.
- b) Ensure all commission reports are completed and collected at the end of the commission season. Will make sure all valley commission rotations are updated and fairly distributed between zones. The commission reports will be circulated to the zone presidents prior to the OVSAA AGM.
- c) Collect all motions prior to AGM and circulate all motions two weeks prior to AGM.
- d) Create AGM agenda and make it available to the OVSAA Executive prior to the AGM.
- e) Allocate a parliamentarian for AGM.
- f) Coordinate, with the Vice President, the date and agenda for the APC.
- g) Receive a yearly honorarium of \$500.
- h) It is recommended that the AGM agenda and all reports, including commission reports be circulated by email and presented at the AGM through power point or overhead.
- i) Will have \$100.00 deducted(per meeting) from honorarium for not notifying OVSAA of absence from any OVSAA meeting.

- j) Book the Executive Rooms for the OVSAA AGM and Dinner Meeting.

Section 2 : Vice-President

The Vice-President shall...

- a) In the absence of the president, perform the duties pertaining to the office of the president.
- b) Be responsible for hosting the OVSAA AGM.
- c) Receive a yearly honorarium of \$250.
- d) Will have \$50.00 deducted(per meeting) from honorarium for not notifying OVSAA of absence from any OVSAA meeting.

Section 3: Secretary-Treasurer or Secretary and Treasurer

The Secretary-Treasurer or the Secretary and Treasurer shall...

- a) Record the minutes of all OVSAA meetings. Circulate minutes. (Secretary)
- b) Regulate the finances of the OVSAA. (Treasurer)
- c) Receive a yearly honorarium of \$500 (secretary-treasurer) or \$250 (secretary and treasurer each)
- d) Will have \$50.00 deducted(per meeting) from honorarium for not notifying OVSAA of absence from any OVSAA meeting.

Section 4: Past-President

The past-president shall...

- a) Be responsible for purchasing and distributing pennants for all OVSAA Championship teams.
- b) Receive a yearly honorarium of \$250.
- c) Will have \$50.00 deducted(per meeting) from honorarium for not notifying OVSAA of absence from any OVSAA meeting.
- d) Will assist the President in making sure all Valley rotations are entered and up to date.

Section 5: Zone President

The Zone President shall...

- a) Be responsible for conducting all athletics in his/her zone according to the Constitution and by-laws of the OVSAA.
- b) Report in writing, to the Annual General Meeting of the OVSAA the results and events of his/her zone.
- c) Zone president (or designate) must attend all Okanagan Valley Executive Meetings (\$250.00 will be awarded to each zone having representation at all meetings).

Section 6: Website Coordinator

The Website Coordinator shall...

- a) Update and maintain OVSAA website and OVSAA Constitution alongside OVSAA Executive members. Attend and review at the first executive meeting of the year at the request of the executive.
- b) The website coordinator will receive a yearly honorarium of \$500 to update the OVSAA Constitution.

All OVSAA Constitution revisions must be sent to the Website Coordinator.
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